



Republic of the Philippines
Department of Education
 Caraga Region
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

February 16, 2021

DIVISION MEMORANDUM
 No. AOV-18_____, s. 2021

ANNOUNCEMENT OF VACANCY

TO : All Interested Applicants

- This is to formally announce the vacancy of the Department of Education (DepEd), Schools Division Office (SDO) of Surigao City, thus, the Office welcomes willing applicants to subject into the ranking and selection process. Upholding the **Equal Employment Opportunity Principle (EEOP)** principle, applicants, irrespective of sex, sexual orientation, gender re-assignment, age, ethnicity, race including color, culture, disability / impairment, marriage and civil partnership, religion or belief, pregnancy and maternity, and political affiliation among others are invited to apply.
- Hereunder are the details and Qualification Standards (QS) of the said vacancy, to wit:

2.a ASSIGNMENT

Office	: Office of the School Principal
Section / Unit	: Zaragoza ES and Zaragoza NHS / Cantiasay ES and Cantiasay NHS

2.b POSITION PROFILE

Position Title	: Administrative Assistant II
Parenthetical Title	: Bookkeeper
Plantilla Item No.	: OSEC-DECSB-ADAS2-1020036-2014 / OSEC-DECSB-ADAS2-1020252-2017

2.c COMPENSATION

Salary Grade	: 8	Monthly Salary	: PhP 18,251.00
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2.d BENEFITS

Holidays, Vacation, Healthcare, Compensatory Overtime Credits (COCs), Leave, Disability / Life Insurance, Bonuses, Allowances, and Retirement

2.e JOB DESCRIPTION

- Preparation/maintenance of registries of allotment and obligations.
 - Preparation of financial and accountability reports and maintenance of subsidiary ledgers.
 - Preparation of liquidation of cash advances.
 - Pre-auditing of financial documents (disbursement vouchers, liquidation reports, etc.)
 - Analysis of COA audit findings and recommendations as well as the direct control on monitoring of its status of compliance undertaken by the school / Schools Division Office (SDO).
 - Preparation of Monthly Summary of Cash Advances Received, Liquidated and Balances
- Other related bookkeeping and accounting tasks as may be assigned by the School Head and/or SDO Accountant.

KLG/fcc

02/16/2021



M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
surigao.city@deped.gov.ph

We serve with Goodness, Openness, and Dignity



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2.f QUALIFICATIONS

Education	: At least completion of two (2) years studies in college or high school graduate with relevant vocation / trade course
Training	: Four (4) hours (relevant)
Experience	: One (1) year (relevant)
Eligibility	: At least Career Service (Sub-Professional) First Level
Skills	: Proficient in Microsoft Office applications (i.e., Word, Excel, and PowerPoint)

2.g DOCUMENTARY REQUIREMENTS

- Letter of Intent (LoI) to apply (addressed to the Karen L. Galanida, PhD, CESO VI, Schools Division Superintendent thru Farrah C. Coniate, Administrative Officer IV (Human Resource II)
- Recent fully accomplished Personal Data Sheet (PDS) and Work Experience Sheet (WES) with recent passport-size picture and corresponding attachments (certificates)
- Performance Rating (recent three (3) consecutive years, if available)
- Original and Certified Authenticated Copy of Certificate of Eligibility / Rating and License
- Original and photocopy of Transcript of Records (ToR) preferably with Certification, Authentication, and Verification (CAV) from the Commission on Higher Education (CHED)

Note: **INCOMPLETE** documentary requirements shall **NOT BE ENTERTAINED**.

2.h APPLICATION PROCESS

- Submit your portfolio to the Personnel Unit at the Schools Division Office of Surigao City, M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte or at surigao.city.personnel@gmail.com.
- Deadline of submission is on or before **March 2, 2020**.

3. Immediate dissemination of and strict compliance of this Memorandum is directed.

KAREN L. GALANIDA, PhD, CESO VI
 Schools Division Superintendent

By the Authority of the
 Schools Division Superintendent:

CARLO P. TANTOY, PhEdD
 Officer-In-Charge
 Chief, Education Supervisor

Enclosure/s: None

Reference/s : CS Form No. 9, Revised 2018 on February 16, 2021

To be indicated in the Perpetual Index
 under the following subjects:

HUMAN RESOURCE MANAGEMENT
JOB VACANCY

HUMAN CAPITAL MANAGEMENT
EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE

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